Administrative Council Meeting
January 17, 2006

Members Present: Dr. Connolly, Executive Vice President Dever, Associate Vice President Gabriel, Vice President Gary, Dr. Hill, Dr. Saperstone, President Templin, and Dr. Wyles.

Ms. Myrtho Blanchard represented Vice President Baker, Dr. Monica Sasscer represented Vice President Sachs, Dr. Ron Buchanan represented Dr. Hortense Hinton, and Mr. Lloyd Wells represented Dr. Anthony Tardd.

Spring Semester Enrollment Status Report:
- Dr. Gabriel distributed the Daily Enrollment Report for January 17, 2006. Currently the enrollment for Spring 2006 is 2.8% over Spring 2005.
- Based on this present data, an increase in enrollment of 2-3% over Spring 2005 is projected for Spring 2006.

Enrollment targets and planning for 2006-07:
- Dr. Templin provided a presentation on the projected population growth through 2020 for the Northern Virginia region and the implications of the growth for NOVA.
- In response to this anticipated growth, Strategic Vision 2015: Gateway to the American Dream projects an enrollment increase for NOVA of 25,000 students by 2015.
- Dr. Templin advised that access and needed capacity will be the focus of the March meeting of the State Council of Higher Education for Virginia to be held at NOVA.
- Dr. Templin discussed the progression of the first enrollment planning cycle (2005-2006) from the development of the initial enrollment targets and plan through the implementation and evaluation of the plan.
- Dr. Gabriel distributed a draft of Enrollment Planning by Campus and Division: 2006-2007 for use in finalizing the targets and planning strategies for the next cycle.
- Dr. Gabriel stated that such external considerations as the service area’s population (both general population as well as the 18-34 population), the number of high school graduates, the proportion of households below median income level, as well as internal considerations such as special funding for specific campus projects, building renovations were all considered in developing the target.
- Campuses may realize their programmatic FTES targets not just by offering classes at their own campus location but also by offering classes at other locations and venues. The Reston Center and the Arlington Center are expected to provide increases in FTES.
- Campuses achieve their annual programmatic FTES targets by projecting sub-targets for summer, fall, and spring.
- Dr. Gabriel will provide the provosts with data on FTES by discipline. More definitive data for Spring 2006 will soon be available.
- Data and calculations on needed capacity will be reviewed at the January 31st Administrative Council meeting to check that sufficient credit hours are on the schedule to meet the specified targets.
- Any concerns regarding the draft target numbers should be discussed with Dr. Templin prior to the January 31st meeting.
Student Success

- Status of Student Services Centers
  - Dr. Dever distributed the revised document *Campus Reports on Estimated Costs and Funding for One-Stop Student Services Center Facilities*. He noted that these figures have been reviewed in the facilities and budget offices. In addition to the funding that has previously been designated by the campuses for these centers, additional funding of approximately $550,000 will be needed for their completion.
  - The Woodbridge Campus project is furthest along in the planning and procurement process. The remaining institutional funds needed for the project have been earmarked. Approval was given to proceed with construction for the Woodbridge Campus Student Services Center.
  - Since the proposal for modifying the Medical Education Campus facility was relatively simple, Dr. Templin asked Dr. Dever and Vice President Baker to evaluate it in conjunction with Dr. Connolly and to report back as to a recommendation to proceed.
  - The proposed plans for the other campus Student Services Centers need to be evaluated in light of funds proposed for new construction in the Governor’s budget (AN and LO); funding already approved in the General Obligation Bond (AL); and funding being sought for planning (MA). A three-person work group with representatives from Academic & Student Services and Finance & Administration will be appointed to evaluate the plans in light of these developments and to make recommendations for the upcoming fiscal year.
  - It was reaffirmed that having suitable physical facilities in place for the one-stop Student Services Centers is a necessary condition for full realization of the outcomes and benefits associated with the approved reorganization of Student Services at the college.

- Follow-up work with Dr. Tom Brown
  - Dr. Gabriel stated that arrangements are being made for a return visit by Dr. Tom Brown. The focus of this visit will be on training NOVA staff in the area of student success. Possible dates for the visit will be provided by Dr. Gabriel.
  - Dr. Brown’s PowerPoint presentation as well as a video of his recent visit are available.

- Student Success Plan
  - The campus-specific activities in Part III of *Promoting Student Success at NOVA: A Three Part Plan* should be updated by February 15.
  - Dr. Dever and Dr. Gabriel will complete Part II, Campus-Based, College-wide Activities, prior to that time.
  - The complete Student Success Plan is scheduled to be finalized at Administrative Council meeting on March 7.

Job Placement Proposals:
- Various proposals for job placement were reviewed.
Dr. Wyles presented a proposal for outsourcing job placement services to a staffing agency that would already have in place established relationships with various market sectors.

- The agency would serve as the middleman and would provide services such as recruitment, screening, placement, job fairs, assistance with resume preparation and interview skills, and internships.
- Fees, including a percentage for permanent hires, would be paid to the agency by the employers. The agency would pay the College a percentage of gross receipts. No entrepreneurial funds would be needed although space for the agency would be required.
- Having the agency on campus would provide an opportunity for interaction among students, faculty, agency, and potential employers.

Dr. Connolly presented a proposal for the development of a placement and staffing agency to provide career placement services for NOVA students.

- This agency would specialize in health care careers but would develop service lines in all disciplines represented at NOVA. The agency would also have a division for educational and service training.
- An anticipated contract with INOVA for placement/training in home health care is expected to be the initial focus for this agency.
- This agency would reside centrally in CEWD under the direction of Vice President Gary.
- Entrepreneurial funds would be requested with pay back expected in one year.

- Creating additional business partnerships based on the Chevy Chase model was also discussed.
- Vice President Gary recommended that the College consider maintaining ownership over any job placement program it provides. He noted that various business sectors could be approached to underwrite the infrastructure for such a program or entrepreneurial funds could be used.
- President Templin suggested that meeting with several vendors that could offer job placement options might be the best way to proceed.
- Comprehensive business plans will be developed for each of the proposals.
- Dr. Dever noted the importance of coordinating any new endeavor with job placement and career counseling processes already in place. Clarification is needed as to how this new process would interface with the career/occupational assistance already provided. Dr. Dever, Vice President Gary, and acting Associate Vice President Miller were asked to review existing activities and to report back to the Administrative Council.

Updated Legislative Strategy:

- NOVA strongly supports the recommendations for capital outlay and operating support for the Virginia Community College System in the Governor’s introduced budget for the 2006-2008 biennium.
  - Capital Outlay for new and renovated facilities, which would result in $85 million for NOVA.
Base Budget Adequacy to increase support to the VCCS to meet the state’s funding guidelines, which would result in approximately $16 million coming to NOVA.

The creation of the Virginia Healthcare Workforce Task Force and the funding of a Healthcare Competitive Grant Program, which would result in increasing NOVA’s capacity to train additional nurses and other healthcare workers at the MEC as well as at additional locations in Loudoun and Prince William Counties.

Professor Emeritus Nominations:

- Each campus is represented in the sixteen Professor Emeritus nominations that have been received.
- These packets were forwarded to the ad hoc committee. Recommendations to the President are due by the end of January. The final list will be presented to the College Board at the February meeting.

Major Spring 2006 Activities:

- Dr. Templin reviewed a list summarizing major activities and projects being pursued during Spring 2006 in the categories of budget planning, facilities, faculty and staff, information technology, learning resources, marketing and communication, program development, scheduling and enrollment management, and student success—persistence, graduation, and transfer.

Tracking & Upcoming Items

- Final approval of the Proposed Hiring Procedures for Teaching Faculty (currently under review by Personnel Services Committee & Academic Deans Council)—January 31.
- Facilities Planning & Implementation – January 31
- Discussion of campus/college student success planning – January 31
- Student Services Reorganization & Resource Recommendations – March 14
- Assessment of Extended Hours of Operation—January 31
- Curriculum Items—February 7

The next meeting of the Administrative Council will be held on Tuesday, January 31st at 9:30 a.m.